

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF  
10

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. USZA22-02-D-0014		2. DELIVERY ORDER/CALL NO. 0001		3. DATE OF ORDER/CALL 2002May31		4. REQ./PURCH. REQUEST NO. 1J320021150100		5. PRIORITY					
6. ISSUED BY U.S. SPECIAL OPERATIONS COMMAND/SOAL-K 7701 TAMPA POINT BLVD. MACDILL AFB FL 33621-5323		CODE USZA22		7. ADMINISTERED BY DCMA CLEARWATER 9549 KOGER BLVD. GADSEN BLDG., SUITE 200 ST. PETERSBURG FL 34615-4822		CODE S1109A		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)					
9. CONTRACTOR SVERDRUP TECHNOLOGY, INC. 5340 W. KENNEDY BLVD. SUITE 300 TAMPA FL 33609		CODE 096A3		FACILITY		10. DELIVER TO FOB POINT BY (Date) 2002Dec15		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
						12. DISCOUNT TERMS Net 30 Days		13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE BASIC CONTRACT - SECTION G					
14. SHIP TO		CODE USZA22		15. PAYMENT WILL BE MADE BY DFAS OM/FP PO BOX 7020 BELLEVUE NE 68005-1920		CODE 525700		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER		DELIVERY/ CALL		X		This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.		Reference your quote dated					
		PURCHASE				Furnish the following on terms specified herein.		ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)							
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE													
See Schedule													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT		
		SEE SCHEDULE											
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle					24. UNITED STATES OF AMERICA					25. TOTAL		\$70,038.96	
					CONTRACTING / ORDERING OFFICER					29. DIFFERENCES			
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED					27. SHIP NO.		28. DO VOUCHER NO.		30. INITIALS				
DATE SIGNATURE OF AUTHORIZED GOVT. REP.					<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR				
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER				
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER									35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.			

Sverdrup Technology  
Unified and Special Operations Group

**Cost Proposal - Joint Pub 3-53 Revised**

CLIN 0001 Labor (T&M)

Labor Category	Site	Hours	Unit	Rate	Extended
Project Ldr/Task Manager	Off	68	Hrs	\$76.46	\$ 5,199.28
Sr. Operations Analyst	Off	816	Hrs	\$69.38	\$ 56,614.08
Technical Editor	Off	80	Hrs	\$47.82	\$ 3,825.60
Total Labor		964	Hrs		\$ 65,638.96
CLIN 0002 Materials (Cost Reimbursable)		1	LO		\$400.00
CLIN 0003 Local Travel (Cost Reimbursable)		1	LO		\$4,000.00
CLIN 0007 Technical Data		1	LO		NSP
Grand Total					\$ 70,038.96

## SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

### ACCOUNTING AND APPROPRIATION DATA

AA: 9720100.56SF SC2 52SF DEF300 010000 592AB 015498 525700 F25700  
AMOUNT: \$70,038.96

1J320021150100

**STATEMENT OF WORK  
FOR CONTRACTOR SUPPORT  
OF THE UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM)  
Joint Pub 3-53, "Doctrine for Joint Psychological Operations"**

15 March 2002

**1. Introduction.** USSOCOM has a requirement for continued contractor support. The tasks covered in this statement of work will assist USSOCOM Center for Operations, Plans, and Policy, Joint Doctrine Branch (SOOP-PJ-D), in executing its responsibilities in joint doctrinal development. This Task Order covers the six and one-half (6 ½) month period required to continue research of the completed Revision First Draft (as submitted to USSOCOM by the USJFCOM Joint Warfighting Center), develop the Revision Second Draft, and complete the development of a Revision Joint Publication Final Coordination Draft, as described in JP 1-01, "Joint Doctrine Publication System," dated 5 July 2000. The Contractor shall perform no functions prohibited by OFPI Policy Letter 92-1.

**2. Purpose.** The purpose of this document is to define the tasks to be accomplished by Sverdrup and its sub-contractor, OC Incorporated in support of SOOP-PJ-D in the continued research of the completed Revision First Draft, development of the Revision Second Draft, and development of the Revision Final Coordination Draft of JP 3-53, "Doctrine for Joint Psychological Operations."

**3. Scope.** The scope of the tasks to be performed under this document include attending coordination meetings with SOOP-PJ-D representatives and others as required, conduct of research and analysis of existing special operations forces policy and related joint doctrine, continued research of the Revision First Draft, development of the Revision Second Draft, and development and completion of the Revision Final Coordination Draft

suitable for staffing with the joint doctrine single points of contact (POCs) at the Services and combatant commands.

**4. Tasks.** The following contractual tasks have been identified to support SOOP-PJ-D in the development of a Revision Final Coordination Draft of JP 3-53, "Doctrine for Joint Psychological Operations."

#### **4.4. Continue Research of the Completed Revision First Draft**

**4.4.1.** The Contractor shall attend coordination meetings with SOOP-PJ-D representatives and others as required.

**4.4.2** Omitted. (For Staffing Summary Letter, refer to Contract USZA22-97-D-0021, Task Order 0125).

**4.4.3.** The Contractor shall attend a Revision First Draft Working Group meeting with representatives from USSOCOM SOOP-PJ-D, USSOCOM components, Service doctrine centers, combatant commands, and others as required to finalize approved changes resulting from review of the Revision First Draft. At this meeting, the Contractor shall provide the working group an in-progress review; facilitate a review of the staffing summary letter from Tasking 4.4.2. pertaining to the comments and recommendations received on the Revision First Draft from the working group members; and receive subsequent comments and recommendations provided during the working group meeting.

#### **4.5. Develop Revision Second Draft**

**4.5.1.** Based on the results of the Revision First Draft Working Group meeting, Task 4.4.3., and other changes authorized by USSOCOM SOOP-PJ-D, the Contractor shall develop the Revision Second Draft for delivery to the LA (USSOCOM-PJ-D).

**4.5.2.** Based upon comments and recommendations received as a result of Task 4.5.1., the Contractor shall provide a consolidated staffing summary letter for review by the USSOCOM SOOP-PJ-D prior to the convening of the Revision Second Draft Working Group. The letter shall include a consolidation and synopsis of the critical, major, and substantive comments/recommendations received from the staffing of the Revision Second Draft; to include research and analysis to accept, modify, or reject these comments and recommendations.

**4.5.3.** The Contractor shall attend a Revision Second Draft Working Group meeting with representatives from USSOCOM SOOP-PJ-D, USSOCOM components, Service doctrine centers, combatant commands, and others as required to finalize approved changes resulting from review of the Revision Second Draft. At this meeting, the Contractor shall provide the working group an in-progress review; facilitate a review of the staffing summary letter from Task 4.5.2. pertaining to the comments and recommendations received on the Revision Second Draft from the working group members; and receive subsequent comments and recommendations provided during the working group meeting.

#### **4.6. Develop Revision Final Coordination Draft**

**4.6.1.** Based on the results of the Revision Second Draft Working Group meeting, Task 4.5.3., and other changes authorized by USSOCOM SOOP-PJ-D, the Contractor shall revise and develop the Revision Final Coordination Draft for delivery to the LA (USSOCOM SOOP-PJ-D) for acceptance. Acceptance of the Revision Final Coordination Draft will constitute task completion of this delivery order statement of work.

**5. Travel.** Anticipated travel includes: three trips to United States Special Operations Command, MacDill AFB, FL, one trip to Ft. Bragg, NC, and local travel in and around the Tidewater area of Virginia.

**6. Services.** The Contractor shall be reimbursed up to \$400 for mailing, reproductions, and the cost of expendable supplies.

**7. Government Furnished Equipment.** The Government will provide all required inputs and materials for inclusion in the development of the Revision Final Coordination Draft in both hard copy and electronic formats. The Government will provide ready access to all classified materials required for the execution of this Task Order. The Government's cost will be projected based on an off-site rate for a single Project Manager, Doctrine Specialist, and support from a Graphics Specialist.

**8. Security.** The Contractor's Project Manager, and the Doctrine Specialist shall be

(b)(2)High

**9. Place of Performance.** Offsite location.

**10. Inspection and Acceptance.** Data and deliverables shall be submitted to:

United States Special Operations Command  
Director of Operations, Plans, and Policy (SOOP)  
7701 Tampa Point Blvd.  
MacDill AFB, FL 33621-5323

**11. Government Action Officer.** The Government Action Officer pursuant to the execution of this Delivery Order is:

(b)(3), (b)(6)

c/o United States Special Operations Command  
Director of Operations, Plans, and Policy (SOOP)  
7701 Tampa Point Blvd.  
MacDill AFB, FL 33621-5323

**Proposed Milestones for JP 3-53, "Doctrine for Joint Psychological Operations"  
development process. (1) (2) (3)**

<u>TASK</u>		<u>TIMELINE</u>	<u>DATE</u>
-Revision First Draft DWG #1	4.4.3		12-13 Jun 02
-Develop/Complete/Submit Revision Second Draft	4.5	D + 5.5 Mo. (4)	15 Aug 02
-Revision Second Draft Staffing Letter	4.5.2		30 Oct 02
-Revision Second Draft DWG #2	4.5.3		5-6 Nov 02
-Develop/Complete/Submit Revision Final Coordination Draft to LA for Acceptance ---TASK COMPLETION---	4.6	D + 9.5 Mo. (5)	15 Dec 02

**NOTES:**


- (1) JP 3-53 revision development will take place over two Fiscal Years: '02 and '03.
- (2) Dates and timelines for this statement of work may be adjusted, between the Lead Agent and the contractor. Dates will be adjusted to reflect similar timelines/milestones as stated above.
- (3) JP development milestones, from completion of a Revision First Draft through completion of a Revision Final Coordination Draft, are based on JP 1-01.
- (4) Time from distributed Revision First Draft to distributed Revision Second Draft is 5.5 months.
- (5) Time from distributed Revision Second Draft to completion of second draft issues and delivery of the Revision Final Coordination Draft to LA is 4 months.

FROM	DESTINATION	REFS	ATTORNEY	DAYS
Norfolk, VA	Tampa, FL	3	1	5
Norfolk, VA	Ft. Bragg, NC	1	1	5

Plus local travel to JFSOC, MCCDC, and Little Creek, VA





DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION (The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)		1. CLEARANCE AND SAFEGUARDING	
		a. F	ED
		b. L	QUIRED
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)		3. THIS SPECIFICATION IS FOR: (X and complete as applicable)	
X	a. PRIME CONTRACT NUMBER USZA22-02-D-0014 Task Order 0001	X	a. ORIGINAL (Complete date in all cases) Date (YYMMDD) 020312
	b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs) Revision No. Date (YYMMDD)
	c. SOLICITATION OR OTHER NUMBER DUE DATE (YYMMDD)		c. FINAL (Complete Item 5 in all cases) Date (YYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, complete the following			
Classified material received or generated under (Preceding Contract Number) is transferred to this follow-on contract			
5. IS THIS A FINAL DD FORM 254? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If Yes, complete the following:			
In response to the contractor's request dated , retention of the classified material is authorized for the period of			
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)			
NAME, ADDRESS, AND ZIP CODE Sverdrup Technology, Inc. 5340 W. Kennedy Blvd, Suite 300 Tampa, FL 33609		b. CAGE CODE D96A3 COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service Southeast Region 2300 Lake Park Drive, Suite 250 Smyrna, GA 30080-7606	
7. SUBCONTRACTOR			
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE			
 ** Continued in Block 13		b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service Field Office P.O. Box 254036 Patrick AFB, FL 32925-0036 ** Continued in Block 13	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT			
Support to develop Joint Pub 3-53, "Doctrine for Joint Psychological Operations."			

**10. THIS CONTRACT WILL REQUIRE ACCESS TO:**

a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION
b. RESTRICTED DATA
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION
d. FORMERLY RESTRICTED DATA
e. INTELLIGENCE INFORMATION
(1) Sensitive Compartmented Information (SCI)
(2) Non-SCI
f. SPECIAL ACCESS INFORMATION
g. NATO INFORMATION
h. FOREIGN GOVERNMENT INFORMATION
i. LIMITED DISSEMINATION INFORMATION
j. FOR OFFICIAL USE ONLY INFORMATION WILL BE HANDLED IAW DOD 5400.7-R
k. OTHER (Specify)
FOUO will be handled IAW DoD 5400.7

**11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:**

a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY
b. RECEIVE CLASSIFIED DOCUMENTS ONLY
c. RECEIVE AND GENERATE CLASSIFIED MATERIAL
d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE
e. PERFORM SERVICES ONLY
f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES
g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER
h. REQUIRE A COMSEC ACCOUNT
i. HAVE TEMPEST REQUIREMENTS
j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS
k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE
l. OTHER (Specify)

DD Form 254, DEC 1999

PREVIOUS

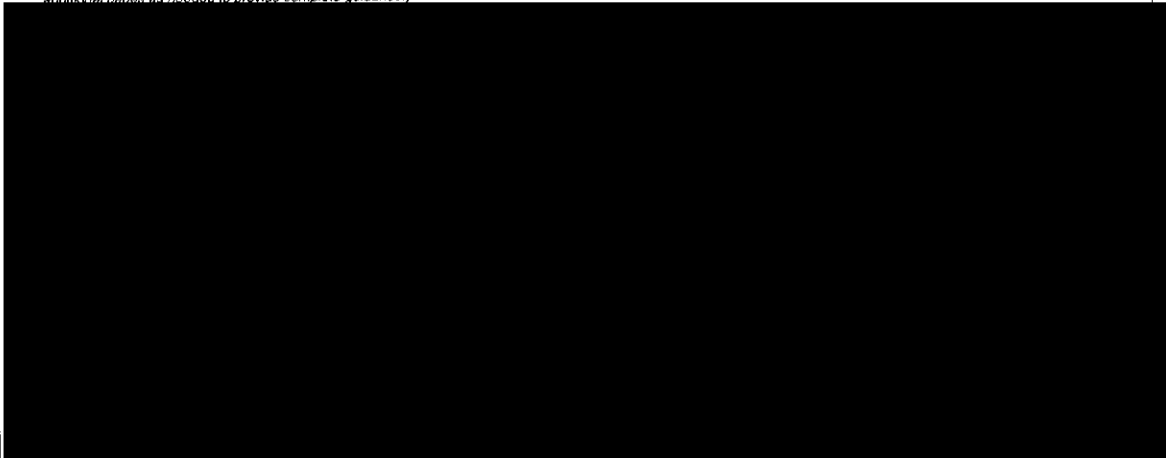
**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government agency. Proposals for public releases shall be submitted for approval prior to release.

Direct Through (Specify)

Any public release must have written authority of the contracting officer and the office listed in Block 16 b. below. This includes trade publications, sales brochures, marketing strategies, and advertisements.

To the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
 \* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency

**SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance, or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes. The contractor may also challenge guidance or the classification assigned to any information or material furnished or generated under this contract; and may submit questions for interpretation of the guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)



Upon completion or termination of the classified contract, or sooner when the purpose of the release has been served, the contractor will return all classified information (furnished or generated) to the source from which received unless retention or other disposition instructions are authorized in writing by the USSOCOM Government Contracting Agency/Activity. Furthermore, the contractor will account for and return to USSOCOM Security Management Office (Pass and Registration), all identification badges and/or entry passes/vehicle decals issued to contractor personnel upon completion or termination of the classified contract, termination of employment, or suspension of classified clearance or access of any contractor employee.

**REVIEWED AND APPROVED**

HQ USSOCOM [redacted]  
15 Mar 02

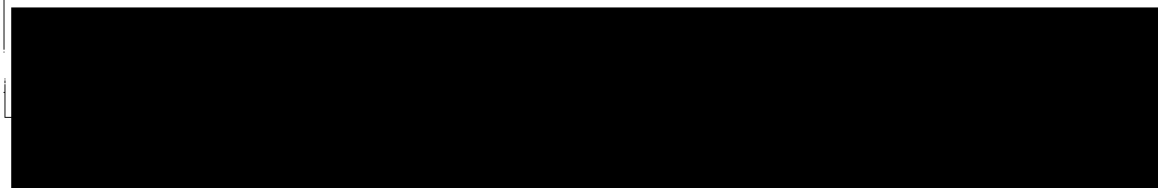
**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established

YES NO

[redacted]  
compliance with the HQ USSOCOM Command Information Security Program, USSOCOM Manual 380

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the Cognizant Security Office.

NO



**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

b. TITLE

Chief, Joint Doctrine Branch

c. TELEPHONE (Include Area Code)

d. ADDRESS (Include Zip Code)

HQ United States Special Operations Command  
7701 TAMPA POINT BLVD  
MacDill AFB, FL 33621-5323

e. SIGNATURE

//Signed//

**17. REQUIRED DISTRIBUTION**

☒

a. CONTRACTOR

☒

b. SUBCONTRACTOR

☒

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☒

D. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☒

E. ADMINISTRATIVE CONTRACTING OFFICER

☒

F. OTHERS AS NECESSARY

DD FORM 254 (BACK), DEC 1999